

CHARTER COMMISSION
CITY AND COUNTY OF HONOLULU

TUESDAY, MAY 10, 2005
COUNCIL CHAMBERS
THIRD FLOOR, HONOLULU HALE
4:00 P.M.

MINUTES

Charter Commission Members Present:

Andy Chang
Donn Takaki
Darolyn Lendio
Malcolm Tom
Stephen Meder
Jeff Mikulina
Jared Kawashima
Gordon Grau

Charter Commission Members Excused/Absent:

Jerry Coffee
Amy Hirano
James Myers
James Pacopac
Jan Sullivan

Others Present:

Chuck Narikiyo, Executive Administrator, Charter Commission
Diane T. Kawauchi, Deputy Corporation Counsel and Division Head, Counseling and Drafting Division, Department of the Corporation Counsel
Dawn D.M. Spurlin, Deputy Corporation Counsel, Department of the Corporation Counsel
Lori K. K. Sunakoda, Deputy Corporation Counsel, Department of Corporation Counsel

I. Call to Order

Meeting called to order at 4:00 p.m. May 10, 2005, by Chair Donn Takaki.

II. Agenda Item 2A, Adoption of Calendar Committee Report of April 12, 2005.

In the absence of Committee Chair Jan Sullivan, Executive Administrator Narikiyo gave a report to the Commissioners present on his discussions with Committee Chair Sullivan on the proposed calendar. A draft calendar was distributed for the Commission's consideration. He and Commissioner Sullivan had reviewed certain key dates and deadlines, and in conjunction with the recently adopted rules and procedures by the Commission, they came up with the

proposed calendar. Mr. Narikiyo gave an overview of the proposed Calendar to the Commission to assist their review of the proposed draft before the next meeting. Mr. Narikiyo advised the Commission to look at these proposed calendar dates in conjunction with the Commission's Rules. The primary item of interest would be the period for acceptance of proposed amendments. Working backwards from the November 2006 election date, the schedule allowed for the Commissioners to give due consideration to all proposed amendments and allowed a sufficient amount of time for proposed amendments to come in from the public and the other agencies. The discussion, vote and approval of the proposed calendar would be done at the next Commission Meeting scheduled for June 14, 2005; any comments, questions, or proposed changes to the calendar should be raised at that time. The Calendar Committee tried to give ample time for proposed amendments to come in, and propose three months with the deadline for submission of proposed amendments at the end of September 2005.

Clarification was requested on the deadline date, and whether or not the Commission would accept Charter amendments after the proposed deadline of September 30, 2005.

Mr. Narikiyo clarified as the calendar is presently proposed, September 30, 2005 would be a firm deadline. The Commission would not accept any new proposals after that date.

Mr. Narikiyo returned to the matter of the proposed calendar and gave an overview of the rules to the Commission. Certain procedural steps must be followed for proposed amendment before submission to the 2006 General Election. In order to meet all of those procedural deadlines, the Commission needs to have the proposed amendments submitted to the Committee on Style by April 2006. Public hearings and workshops for the public, interested agencies, etc., should be done in February and March 2006 to have an opportunity to review all of the amendments being considered at that time and allow the Commission to gather information. In November 2005, there would be a determination of initial priority list of topics for further review and the Commission would make cuts to the number of proposed amendments if necessary.

Chair Takaki asked if there was any discussion.

Clarification was requested regarding the July '05 publication of the deadlines.

Mr. Narikiyo responded that the Commission hadn't determined this yet. He would check on how the past Charter Commissions have done it. This year the Charter Commission hopes to have a website. A determination needs to be made regarding effective publicity. The logistics have not been worked out yet.

Commissioner Tom expressed concern that if the Commission publicized once a month, once a week, that this may not be giving the public three months as proposed in the calendar but two months, depending upon when they saw the notice.

The Executive Administrator stated that the Charter Commission office's intent is to publicize and have a plan in place so that on July 1, 2005, assuming the calendar is approved at the June 14, 2004 meeting, there will be sufficient publicity, at least in both major newspapers the Honolulu Advertiser and Honolulu Star Bulletin. The staff was also contemplating ads and a website.

Commissioner Lendio suggested that they send out a press release to the TV stations for public service announcements. She also noted that she would like an opportunity to look at the report in conjunction with the rules, and suggested to defer the action item and add the adoption and approval of Calendar Committee report at the next meeting.

Action: Commissioner Lendio moved that the action item, adoption of Calendar Committee report of April 12, 2005, be deferred to the next meeting and perhaps put in adoption and approval of Calendar Committee report of May 10, 2005, in order to give the Commissioners an opportunity to review it.

The motion was seconded.

Chair Takaki asked if there was any discussion, and there was none. All commissioners present voted in favor of the motion and the motion was passed.

III. Committee Reports

a. Report of the Budget Committee

Chair of the Budget Committee is not present and there was no report.

b. Report of the Calendar Committee

Executive Administrator gave the report as discussed earlier.

c. Report of the Personnel Committee

Commissioner Lendio reported they advertised for the Private Secretary and the Researcher position, and received approximately 25 applications for each position. The committee made a preliminary review of the resumes and selected several applicants to interview. They consulted with OIP with regards to various sunshine requirements, and are suggesting that the City Charter Commission delegate to the Personnel Committee, with the assistance of the Executive Administrator, the hiring of the Private Secretary and Researcher and to report back at the next meeting on who was hired. Executive Administrator Narikiyo has moved quickly in the past week on the hiring of staff and needs assistance in his work. They would like to try and hire these two positions soon and have them in place by the next meeting in June.

Action: Commissioner Lendio moved to have the Commission grant authority to the

Personnel Committee, with the assistance of the Executive Administrator, to complete the hiring of the Private Secretary and the Researcher, and to report on the hiring of the two positions at the next meeting of the Commission. The motion was seconded.

Chair Takaki asked if there was any discussion, and there was none. All commissioners present voted in favor of the motion and the motion was passed.

d. Report of the Rules Committee

No report other than to note for the record that the final copy of the rules have been distributed to the Commission.

IV. Officers Reports

- a. Chair - None
- b. Vice Chair - None
- c. Treasurer - Absent
- d. Secretary - Absent

V. Public Testimony

Chair Takaki solicited public testimony on any agenda item. None was submitted or offered.

VI. Announcements

- a. Sunshine Law Briefing by the State Office of Information Practices.

Chair Takaki reminded the Commission that the sunshine briefing by the State Office of Information Practices is Saturday, May 14, at 8:30 a.m.

VII. Next Meeting of the Charter Commission

Next meeting is scheduled again for Tuesday, June 14, 2005, at Council Chambers at 4:00 p.m.

VIII. Adjournment

The meeting adjourned at approximately 4:25 P.M.